

QUICK REFERENCE: Manager Guide to COVID-19

Administrative Order 20-7v3

Order Effective Date: September 21, 2020



Overview of this Manager Guide

This guide is designed to be a ready-reference for managers, supervisors and team leaders who may need to deal with Milwaukee County employees and contractors, as well as visitors to Milwaukee County facilities, who have:

- [Confirmed cases of COVID-19](#),
- [Symptoms of COVID-19](#), or
- [Close contact with COVID-19](#).
 - This scenario also adds a **NEW** section dealing with Critical infrastructure employees who have exposure through Close Contact to COVID-19.

The Guide also contains:

- [Important definitions](#)
- An [Appendix](#) of common symptoms of COVID-19

If you have questions, please consult the [Administrative Order](#) or contact COVID19@milwaukeecountywi.gov.

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Manager Actions for Confirmed Cases of COVID-19

Managers Notified of Individuals with Confirmed Cases of COVID-19

- Should cordon off areas where the infected employee, contractor, or visitor spent 15 minutes or more over the last 48 hours.
- Should request the local facilities team to conduct a Level I sanitation clean of all areas used by the infected individual OR should follow [CDC guidance](#) for cleaning.
- Should notify other employees or contractors who had Close Contact with infected employee or contractor so that they can immediately begin Quarantining for 14 days (see procedures for individuals who have had Close Contact). Note that managers are not otherwise responsible for contact tracing, which is handled by public health officials.

Return to Work for Employees or Contractors with Confirmed Cases of COVID-19

- **Persons with Confirmed Cases COVID-19 who have symptoms** and were directed to isolate themselves at home may return under the following conditions:
 - At least 10 days have passed since symptom onset **and**
 - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
 - Other symptoms have improved.
- **Persons infected with Confirmed Cases COVID-19 who never developed COVID-19 symptoms** may discontinue isolation and other precautions 10 days after the date of their first positive test for COVID-19, where day zero is the date of the positive test.
- Note that a negative test for COVID-19 **is not** required to return to work at this time, as tests may continue to register positive after an individual is no longer infectious.

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Manager Actions for Symptoms of COVID-19

NOTE: Symptoms may appear from 2 to 14 days following exposure.

Managers Notified of Symptomatic Individuals

- Should confirm symptoms and instruct symptomatic individual to leave County facility.
- Should cordon off areas where the symptomatic employee, contractor, or visitor spent 15 minutes or more over the last 48 hours
- Should request the local facilities team to conduct a Level I sanitation clean of all areas used by the symptomatic individual OR should follow [CDC guidance](#) for cleaning.
- Should notify other employees or contractors who had Close Contact with symptomatic individual so that they can monitor themselves for symptoms.

Return to Work for Employees or Contractors with Symptoms of COVID-19

- Employees or contractors with symptoms only (that is, do not have a confirmed case of COVID-19 and have not had close contact with someone with COVID19) should stay home and away from others until at least 24 hours after their last symptom ends.
 - If the symptom was fever, this means at least 24 hours of a temperature below 100.4 degrees without the aid of fever reducers such as aspirin or acetaminophen.
- Supervisors **do not** need a doctor's note for Symptomatic Individuals to return to work. Supervisors may ask individuals about symptoms to be sure the Return to Work Procedures are being correctly understood and applied before someone returns to work.

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Manager Actions for Exposure through Close Contact with COVID-19

NOTE: Keep in mind that once an individual has been exposed through Close Contact to someone with a Confirmed Case of COVID-19, the exposed individual **MUST** quarantine for 14 days, even if the exposed individual has a negative test for COVID-19. Since it can take from 2 to 14 days following exposure for symptoms to emerge, the full 14-day quarantine period after Close Contact must be observed.

Managers Notified of Individuals Exposed through Close Contact to COVID-19

- No specific actions required if employees or contractors have had close contact with individuals with confirmed cases of COVID-19.

Return to Work for Individuals Exposed through Close Contact to COVID-19

- Employees may return to work 14 days after their last contact with an individual with COVID-19, as long as employees exhibit no symptoms for COVID-19. Note that a negative test for COVID-19 does NOT reduce the length of the quarantine period. See [CDC guidelines for quarantining](#) for detailed information on how to determine the length of quarantine if multiple household members have Confirmed Cases of COVID-19.

New! Special Conditions for Critical Infrastructure Workers Exposed to COVID-19 through Close Contact

In general, Critical Infrastructure Workers should follow the quarantine requirements outlined above if they are exposed to COVID-19 through Close Contact.

In cases where staffing shortages threaten the delivery of Critical Infrastructure services, the Department Head or designee may reduce the quarantine requirements for employees in the following limited circumstances:

- The employee or contractor has had Close Contact with an individual with a Confirmed Case of COVID-19, **AND**
- The employee or contractor has **no Symptoms** Compatible with COVID-19.

Department heads should consult the Section V. of the Administrative Order for details on implementing a reduced quarantine period for Critical Infrastructure Workers with Close Contact to COVID-19.

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Important Definitions

- **Close Contact:**
 - You were within 6 feet of an individual who has COVID-19 for 15 minutes or more **regardless of whether you or the individual were wearing face masks or other personal protective equipment (PPE)**; and/or
 - You provided care at home to someone who is sick with COVID-19; and/or
 - You had direct physical contact with a person with COVID-19 (touched, hugged, or kissed them); and/or
 - You shared eating or drinking utensils with an individual with COVID-19; and/or
 - An individual with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.
- **Confirmed Case of COVID-19:** A case of COVID-19 that has been confirmed through a positive test for COVID-19 OR has been confirmed by a medical professional as being a suspected case of COVID-19 based on symptoms.
- **Critical Infrastructure Worker:** The Centers for Disease Control (CDC) defines a Critical Infrastructure Worker as one needed to deliver critical services, including law enforcement, transportation, 911 call center, and others. See the [CDC guidelines](#) for a complete list
- **Isolation:** Keeps **someone who is infected** with the virus away from others, even in their home. When you isolate, you should:
 - Stay home!
 - Monitor your symptoms. If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately
 - Stay in a separate room from other household members, if possible
 - Use a separate bathroom, if possible
 - Avoid contact with other members of the household and pets
 - Don't share personal household items, like cups, towels, and utensils
 - Wear a mask when around other people, if you are able to
- **Quarantine:** Keeps **someone who might have been exposed** to the virus away from others. When you quarantine, you should:
 - Stay home!
 - Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
 - If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19
- **Symptoms Compatible with COVID-19:** Please note that symptoms may appear from 2 to 14 days following exposure. Also see the [CDC self-check tool](#) for identifying COVID-19 symptoms. The following symptoms may be symptoms of COVID-19 if they are new for you or if you do not commonly experience them:

▪ Fever (100.4°F / 37.9°C or greater) or chills	▪ Diarrhea
▪ Unexpected fatigue	▪ Sore throat
▪ Nausea or vomiting	▪ Shortness of breath or difficulty breathing
▪ Loss of taste or smell	▪ Headache
▪ Cough	▪ Congestion or running nose
▪ Muscle or body aches (not related to exercise)	

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Appendix: Symptoms of COVID-19

While symptoms of COVID-19 are varied, here is a tool for assessing possible symptoms. Please note that symptoms may appear from 2 to 14 days following exposure. Also see the [CDC self-check tool](#) for identifying COVID-19 symptoms.

Please mark with a “Yes” any symptoms that are new for you today or that you do not commonly experience

Fever (100.4 F / 37.8 C or greater) or chills? <input type="checkbox"/> Yes <input type="checkbox"/> No	Diarrhea? <input type="checkbox"/> Yes <input type="checkbox"/> No
Unexpected fatigue? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sore throat? <input type="checkbox"/> Yes <input type="checkbox"/> No
Nausea or vomiting? <input type="checkbox"/> Yes <input type="checkbox"/> No	Shortness of breath or difficulty breathing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Loss of taste or smell? <input type="checkbox"/> Yes <input type="checkbox"/> No	Headache? <input type="checkbox"/> Yes <input type="checkbox"/> No
Cough? <input type="checkbox"/> Yes <input type="checkbox"/> No	Congestion or runny nose? <input type="checkbox"/> Yes <input type="checkbox"/> No
Muscle or body aches (not related to exercise)? <input type="checkbox"/> Yes <input type="checkbox"/> No	

In the past 14 days, have you been in close proximity (within 6 feet for 15 minutes or longer) to or live with anyone who was experiencing any of the above symptoms or has experienced any of the above symptoms since your contact?

- ☐ Yes
- ☐ No

In the past 14 days, have you been in close proximity (within 6 feet for 15 minutes or longer) to or live in the same house with anyone who has tested positive for COVID-19?

- ☐ Yes
- ☐ No

Have you been tested for COVID-19 based on symptoms, or are you presumptively positive for COVID-19 based on your health care provider's assessment of your symptoms?

- ☐ Yes
- ☐ No